



Students Guide to Wait List

Wait List is a queue of spots for selected classes that enrolls eligible students in the class as seats open. Several stipulations exist for students who wish to be wait listed for a class: **Students are not guaranteed a spot in the class by joining the roster, and should not expect to be enrolled by wait listing in a class.**

How does Wait List work?

- A student has to meet several eligibility conditions to get on the class Wait List (below).
- Interested students register as a Wait List student when the class is full.
- Each student is permitted to Wait List up to 8 credit hours.
- As seats in the class open, students are automatically enrolled in the order they joined the Wait List.
- If a student is no longer interested in being on a Wait List, **it is the students' responsibility to drop the course (remove themselves from the Wait List). If a student does not remove themselves from the Wait List and the result is enrollment in a course, they must drop the course prior to the end of drop/add, otherwise they will be responsible for any financial and academic impacts.**

When will Wait List students be enrolled?

- Periodically each day HUB checks to see if a class with a Wait List has a space available for waitlisted students. If so, it will enroll the eligible students by order of their Wait List position. A Wait List student is not enrolled immediately after a different student drops the course, but the seat remains held for Wait List students until HUB runs its process.
- This process will continue through the end of drop/add.
- An email will be sent to notify students if they have been added to the course or if the process attempted to add them but there was an issue (see [FAQs](#))

How to be eligible for Wait List?

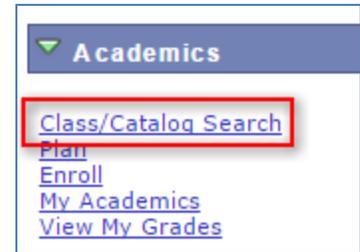
- Class must be enabled by the department to accept a Wait List.
- Class has to be closed.
- The student has to have a valid enrollment appointment or it is open enrollment.
- The student does not have a negative service indicator (hold) that prevents registration.
- The student meets class pre- and co-requisites, if any.
- Registration complies with UB's repeat policy.
- ****The student is not already registered in another section of the class.****
- ****The student does not have a time conflict with another course in their schedule.****
- ****The student will not exceed maximum term unit limits.****

****The Wait List function will not prevent you from signing up for the Wait List in these situations, however if a seat becomes available, HUB will not be able to add you to the class and you will be skipped over. You will remain on the Wait List, but the seat will be given to the next eligible person on the Wait List. You may be able to use Swap in these scenarios, refer to the FAQs at the end of this document to learn when to us Swap.**

[Please read the Frequently Asked Questions at the end of this training document.](#)

How to Determine if a Class is Currently Accepting a Wait List

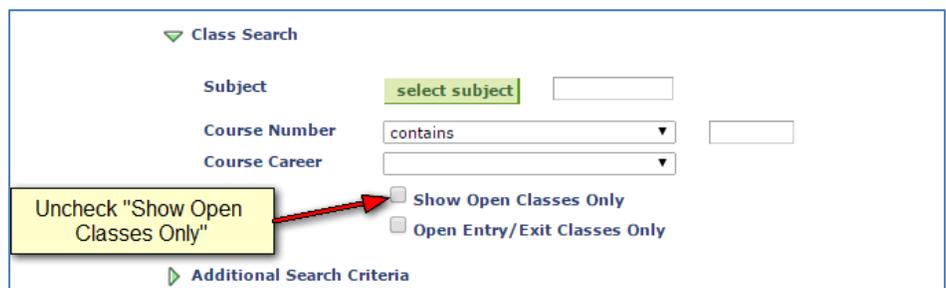
- Click on Class/Catalog Search while logged into the Student Center (HUB).

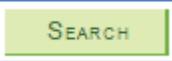


- Select the Term from the dropdown.



- Enter the Subject and the Course Number
- Uncheck the checkbox for "Show Open Classes Only".



Click  when you're done.

Courses and course sections that have a Wait List will be identified by an orange triangle.

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
19952	S1B-LEC Univ 15 Wk	MoWe 8:00AM - 9:20AM	Jacobs 122	Timothy Maynes	01/26/2015 - 05/08/2015		select

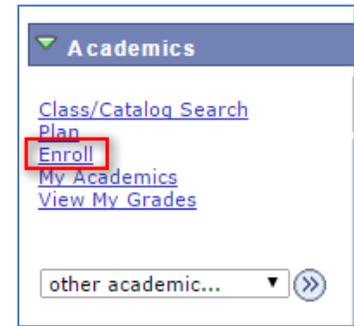
Classes that are Open are designated with a green circle 

Classes that are Open with Reserves are designated with a circle with an "i" 

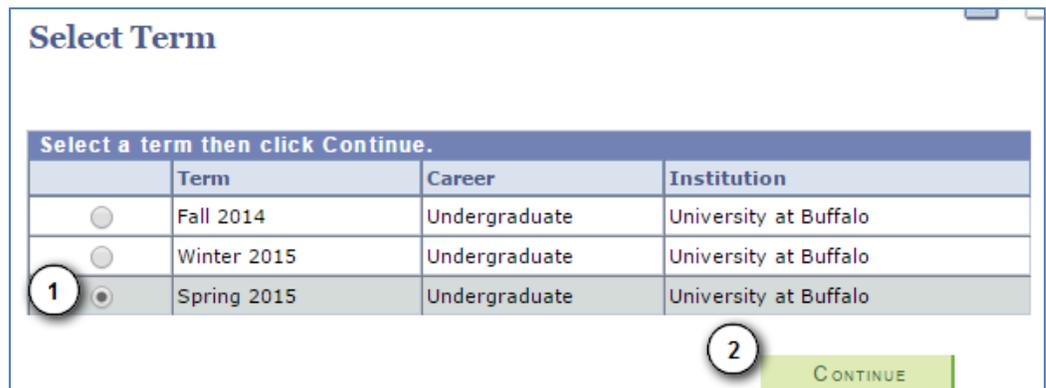
Classes that are closed are designated with a blue square 

How to Attempt to Enroll in a Class and be put on a Wait List

Select the Enroll link on main Student Center



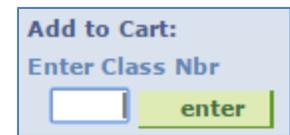
Select the Term, and click Next



The screenshot shows a form titled "Select Term". Below the title is a blue header with the text "Select a term then click Continue.". Below the header is a table with four columns: "Term", "Career", and "Institution". The table has three rows. The first row has a radio button, "Fall 2014", "Undergraduate", and "University at Buffalo". The second row has a radio button, "Winter 2015", "Undergraduate", and "University at Buffalo". The third row has a radio button with a "1" in a circle next to it, "Spring 2015", "Undergraduate", and "University at Buffalo". Below the table is a "CONTINUE" button with a "2" in a circle next to it.

	Term	Career	Institution
<input type="radio"/>	Fall 2014	Undergraduate	University at Buffalo
<input type="radio"/>	Winter 2015	Undergraduate	University at Buffalo
<input checked="" type="radio"/>	Spring 2015	Undergraduate	University at Buffalo

Enter the specific class number in the "Enter Class Nbr" box and select the "enter" button



The screenshot shows a form titled "Add to Cart:". Below the title is a text input field labeled "Enter Class Nbr" and a green button labeled "enter".

If you don't know the specific class number select the **search** button. To learn the different ways to enroll in classes, please see "Enroll using Class Search", "Enroll using Class Number", and "Enroll using My Requirements" found at the HUB Student Center Training website located at: <http://www.buffalo.edu/hub/students/howto.php>

For our example, we do know the class number and will enter "19952" in the field box.

You will then be taken to step 1 of the "Add a Class" screen.



The screenshot shows a form titled "Add Classes". Below the title is a horizontal line. To the right of the line is a progress indicator with three boxes: the first box contains the number "1", the second box contains a right-pointing arrow, and the third box contains a right-pointing arrow. Below the line is the text "1. Select classes to add - Enrollment Preferences".

You will see a screen similar to the following:

MGB 301LEC - Organiz Behavior & Admin

Class Preferences

MGB 301LEC-S1B	Lecture	▲ Wait List	Wait List	<input checked="" type="checkbox"/> Wait list if class is full
Session	University 15 Week Session		Permission Nbr	<input type="text"/>
Career	Undergraduate		Grading	Letter Grading
Enrollment Information	• Pre-Requisite: PSY 101 and junior standing in the School of Management. Students may not repeat upper-level School of Management courses they have earned passing grades in without consulting with an academic advisor.		Units	3.00

1 Select the checkbox labeled “Wait List if class is full”.

2 Next, select the “Next” button.

After you hit “Next”, you will receive the following notification.

Add Classes

1 2 3

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ MGB 301LEC has been added to your Shopping Cart.

This notification tells you, that this class has been added to your shopping Cart.

You need to look further down the page to get confirmation that it was added as a Wait List.

Spring 2015 | Undergraduate | University at Buffalo [change term](#)

Open with Reserves Open Closed Wait List

Add to Cart:
Enter Class Nbr
 [enter](#)

Find Classes
 Class Search
 My Requirements
 My Planner
[search](#)

Spring 2015 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	MGB 301LEC-S1B (19952)	MoWe 8:00AM - 9:20AM	Jacobs 122	T. Maynes	3.00	1

2 [PROCEED TO STEP 2 OF 3](#)

1 Review this area to see that the class has an orange triangle

2 Click "Proceed to Step 2 or 3" button

When you get to the next screen, "2. Confirm classes", as shown below --- click "Finish Enrolling"

You will know that you have successfully been added to the Wait

List when you receive the following notification:

Add Classes 1 2 3

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Spring 2015 | Undergraduate | University at Buffalo

Open with Reserves Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
MGB 301LEC-S1B (19952)	Organiz Behavior & Admin (Lecture)	MoWe 8:00AM - 9:20AM	Jacobs 122	T. Maynes	3.00	

[CANCEL](#) [PREVIOUS](#) [FINISH ENROLLING](#)

Add Classes 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

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✔ Success: enrolled ✘ Error: unable to add class

Class	Message	Status
MGB 301LEC	Message: Class 19952 is full. You have been placed on the wait list in position number 4.	✔

My CLASS SCHEDULE
ADD ANOTHER CLASS

Notice in the Message Section, that the class is listed as full and that you have been placed on the Wait List in position number 4.

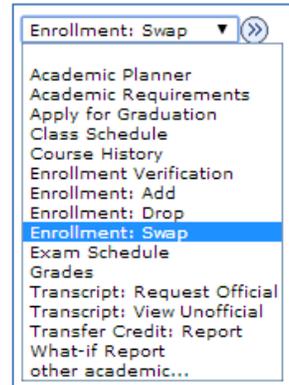
NOTE: If a seat becomes available, you meet all the enrollment requirements, you will not exceed the maximum term unit limits, and there is no other classes that you're enrolled in that have time conflicts, you will be automatically be enrolled in the class based on your Wait List position. It is your responsibility (aka. the students' responsibility) to drop Wait List classes when they are no longer interested in the class.

If a spot becomes available, students will be automatically enrolled. An email will be sent to your @buffalo.edu account letting you know of the automatic enrollment. Students' who fail to drop Wait List classes and are automatically enrolled in such a class, will be fully responsible for any financial and/or academic (such as grades) consequences to the automatic enrollment.

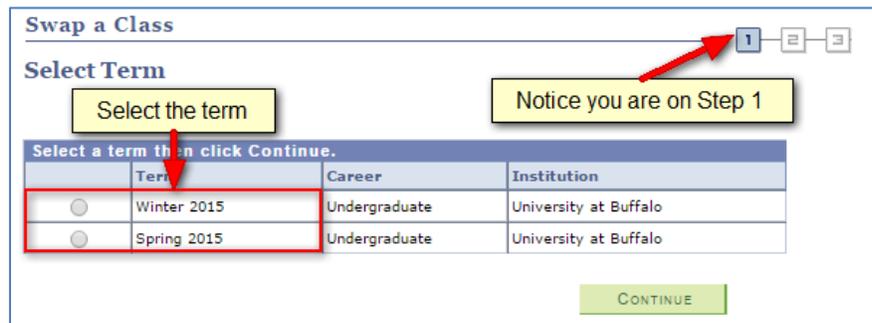
How to Attempt to Enroll in a Class and Join the Wait List Using Swap

The swap class function is used to switch one course number for another course number. If you are already enrolled in one course that you'd like to drop only if you get moved from the Wait List of another course, Swap is the feature you will need to use.

Selecting the "Enrollment Swap" option on the drop down box located in the Academics Area. Then click on the blue go button 



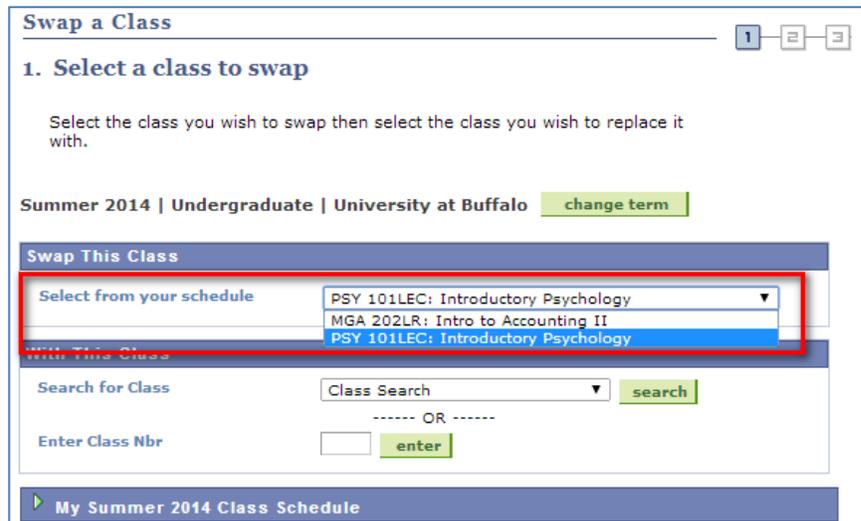
You may then be prompted for a term to select. Select the appropriate term and hit "Continue".



A screenshot of the "Swap a Class" form. At the top, it says "Swap a Class" and "Select Term". There are three step indicators (1, 2, 3) with a red arrow pointing to "1". A yellow box says "Select the term" with a red arrow pointing to the "Term" column of a table. Another yellow box says "Notice you are on Step 1" with a red arrow pointing to the step indicator "1". The table has columns: Term, Career, and Institution. The rows are: Winter 2015, Undergraduate, University at Buffalo; and Spring 2015, Undergraduate, University at Buffalo. A "CONTINUE" button is at the bottom right.

Term	Career	Institution
<input type="radio"/> Winter 2015	Undergraduate	University at Buffalo
<input type="radio"/> Spring 2015	Undergraduate	University at Buffalo

Next, select the course from your current schedule in the drop down box. In this example, we'll select "PSY 101 LEC: Introductory Psychology."



A screenshot of the "Swap a Class" form. At the top, it says "Swap a Class" and "1. Select a class to swap". There are three step indicators (1, 2, 3) with a red arrow pointing to "1". Below the title, it says "Select the class you wish to swap then select the class you wish to replace it with." Below that, it says "Summer 2014 | Undergraduate | University at Buffalo" with a "change term" button. A section titled "Swap This Class" has a dropdown menu with "PSY 101LEC: Introductory Psychology" selected and highlighted in blue. Below that, there are search fields: "Search for Class" with a "Class Search" dropdown and a "search" button; and "Enter Class Nbr" with an "enter" button. At the bottom, there is a "My Summer 2014 Class Schedule" link.

Next, either search for another course via the search button, or enter the Class Number

Spring 2014 | Undergraduate | University at Buffalo [change term](#)

Swap This Class

Select from your schedule

With This Class

Search for Class [search](#)

----- OR -----

Enter Class Nbr [enter](#)

[My Spring 2014 Class Schedule](#)

- Enter the Subject and the Course Number
- Uncheck the checkbox for “Show Open Classes Only”.

Class Search

Subject [select subject](#)

Course Number

Course Career

Show Open Classes Only

Open Entry/Exit Classes Only

[Additional Search Criteria](#)

Click [SEARCH](#) when you're done.

Courses and course sections that have a Wait List will be identified by an orange triangle.

Swap a Class 1 2 3

Search Results

University at Buffalo | Fall 2015

[My Class Schedule](#) show all [Shopping Cart](#)

UGC 211LEC TuTh 2:00PM - 3:20PM
Room: TBA

Your shopping cart is empty.

The following classes match your search criteria Course Subject: **Undergraduate College**, Course Number contains '211', Show Open Classes Only: **No**

Open with Reserves
 Open
 Closed
 Wait List

[Return to Swap a Class](#) NEW SEARCH MODIFY SEARCH

12 class section(s) found

▼ UGC 211LEC - American Pluralism and the Search for Equality

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
17103	AM1-LEC Univ 15 Wk	MoWe 2:00PM - 3:20PM	TBA	Ramon Soto-Crespo	08/31/2015 - 12/11/2015		select
15943	AM2-LEC Univ 15 Wk	MoWeFr 11:00AM - 11:50AM	TBA	Nestor Zarragoitia	08/31/2015 - 12/11/2015		select
17391	BRA-LEC Univ 15 Wk	TuTh 2:00PM - 3:20PM	TBA	Staff	08/31/2015 - 12/11/2015		select
15685	CAJ-LEC Univ 15 Wk	TuTh 2:00PM - 3:20PM	TBA	Jessie Carter	08/31/2015 - 12/11/2015		select

Select the course which you want to join the Wait List for

Make sure you check the box "Wait list if class is full"

Press "Next"

Swap a Class 1 2 3

1. Select a class to swap - Enrollment Preference

Fall 2015 | Undergraduate | University at Buffalo

UGC 211LEC - American Pluralism

Class Preferences

UGC 211LEC-AM1 Lecture Wait List **Wait List** Wait list if class is full

Session University 15 Week Session **Permission Nbr**

Career Undergraduate **Grading** Letter Grading

Units 3.00

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
AM1	Lecture	MoWe 2:00PM - 3:20PM	TBA	Ramon Soto-Crespo	08/31/2015 - 12/11/2015

NOTES

Class Notes This course examines works produced by Latino and Latin American

Confirm your selection, if everything looks correct press “Finish Swapping”

Swap a Class

1 2 3

2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

Fall 2015 | Undergraduate | University at Buffalo

You are replacing this class

Enrolled
 Dropped
 Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
UGC 211LEC-CAJ (15685)	American Pluralism (Lecture)	TuTh 2:00PM - 3:20PM	TBA	J. Carter	3.00	<input checked="" type="checkbox"/>

With this class

Open with Reserves
 Open
 Closed
 Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
UGC 211LEC-AM1 (17103)	American Pluralism (Lecture)	MoWe 2:00PM - 3:20PM	TBA	R. Soto-Crespo	3.00	<input type="checkbox"/>

CANCEL FINISH SWAPPING

If you are able to be added to the waitlist you will view this success message. At this time you will be enrolled in the course you wish to drop, and on the Wait List for the course you wish to enroll in. If a space becomes available and you meet eligibility requirements, HUB will add you to the Wait Listed course and you will be immediately dropped from the other course. You will not be notified prior to being dropped from the other course. *It is your responsibility to remove yourself from the Wait List if you no longer wish to join the Wait Listed course, use the instructions below to Drop the Wait List.*

3. View results

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

Fall 2015 | Undergraduate | University at Buffalo

Success: Classes were swapped
 Error: Unable to swap class

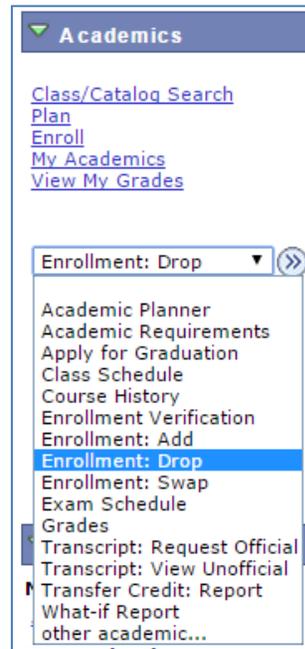
Class	Message	Status
Swap PHY 121LLB with UGC 211LEC	Message: Class 17103 is full. You have been placed on the wait list in position number 1.	<input checked="" type="checkbox"/>

MY CLASS SCHEDULE

How to Drop a Class that you are Wait Listed on (Remove yourself from the Wait List)

Select the “Enrollment: Drop” link from the drop down menu on the front page of the HUB

Student Center. Then click the  button.



You will then be asked for a term to drop the class. Select the appropriate term and then click on the Continue button.

Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	Fall 2014	Undergraduate	University at Buffalo
<input type="radio"/>	Winter 2015	Undergraduate	University at Buffalo
<input checked="" type="radio"/>	Spring 2015	Undergraduate	University at Buffalo

You will then be taken to the Drop Classes screen.

Drop Classes 1 2 3

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

Spring 2015 | Undergraduate | University at Buffalo [change term](#)

Enrolled Dropped Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	MGB 301LEC-S1B (19952)	Organiz Behavior & Admin (Lecture)	MoWe 8:00AM - 9:20AM	Jacobs 122	T. Maynes	3.00	Wait Listed

[DROP SELECTED CLASSES](#)

- 1 Select the class(es) you'd like to drop by selecting the checkbox next the class you wish to drop.
- 2 Next click the green "Drop Selected Classes" button

You will next be asked to confirm that you wish to drop the class. Click the green "Finish Dropping" button to confirm that you wish to drop the Wait List class.

Drop Classes 1 2 3

2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

Spring 2015 | Undergraduate | University at Buffalo

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
MGB 301LEC-S1B (19952)	Organiz Behavior & Admin (Lecture)	MoWe 8:00AM - 9:20AM	Jacobs 122	T. Maynes	3.00	Wait Listed

[CANCEL](#) [PREVIOUS](#) [FINISH DROPPING](#)

Finally, you'll be taken to the View Results page that provides you with a confirmation that the class was dropped. **It's important that you read the message to ensure that your actions were successful.**

Drop Classes

1 2 3

3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

Spring 2015 | Undergraduate | University at Buffalo

✔ Success: dropped ✘ Error: unable to drop class

Class	Message	Status
MGB 301LEC	Success: This class has been removed from your schedule.	✔

[MY CLASS SCHEDULE](#)

This completes this tutorial